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Tracked changes

Version Number	Date of Change	Author	Summary of Changes
2.0	February 2026	SR	Amended the wording to read more clearly in the policy Updated the referral reward to £250

1.0 INTRODUCTION

At Lodge Security, we take pride in the high-quality service we provide to our clients. Our employees are central to this success and act as strong ambassadors for our organisation.

To support our recruitment efforts, Lodge Security operates an **Employee Referral Scheme** that encourages employees to recommend suitably qualified friends and family members for employment.

Implementation: Line managers are responsible for ensuring all staff understand this policy and any future updates.

2.0 WHO CAN MAKE A REFERRAL

The scheme is open to **all employees** who hold a current contract of employment with Lodge Security.

Temporary workers, agency staff, and contractors are not eligible to make referrals under this scheme.

3.0 WHO ARE WE LOOKING FOR

We seek individuals who share our values and are committed to providing exceptional service to our customers. Before referring someone, employees should consider whether the person has:

- The right skills, attributes, and attitude for the role
- A genuine interest in working for Lodge Security
- A valid SIA licence (where required for the position)

4.0 WHAT PAYMENT WILL I RECEIVE

Employees who successfully refer a new permanent employee will receive:

£250 Referral Reward

Paid when:

- The referred employee successfully completes their 6-month probation period, and
- Both the referring employee and the referred employee have worked an average of at least 20 hours per week during the probation period.

Referral payments are subject to tax and National Insurance deductions.

5.0 WHAT DO THEY NEED TO DO

To ensure referrals are recorded accurately and processed correctly, the following steps must be completed:

Referrer Responsibilities

1. Submit a Referral Form to HR before or at the point the candidate applies. This logs the referral and ensures eligibility for payment.
2. Inform the candidate that they must name the referrer at application and interview stage.

The link to the form is: [Refer a Friend Scheme](#)

Candidate Responsibilities

1. When completing their application, the candidate must state the full name of the employee who referred them.
2. The candidate must also mention the referrer's name during their interview with the Hiring Manager.
3. Failure to do so will result in the referral not being recognised and no payment being made.

6.0 TERMS AND CONDITIONS FOR THE EMPLOYEE REFERRAL SCHEME

- Referral payments will only be issued once the referred individual completes their **6month probation period** and the 20 hour average requirement is met by both parties.
- The referring employee must have successfully passed their own probation period before any payment is made.
- Employees serving a notice period (except redundancy notice issued by the Company) are not eligible for payment.
- Internal transfers do not qualify for referral rewards.
- Employees involved in the recruitment or selection process for a vacancy cannot claim a reward for referring a candidate for that vacancy.
- Once a referral payment has been made, it will not be reclaimed regardless of any subsequent change in employment.
- Lodge Service may amend or withdraw the scheme at any time. Referrals already lodged at the point of withdrawal will be honoured.

- Candidates who have already applied for a role or are already registered with the Company do not qualify as referrals.
- If the candidate does not clearly state the referring employee's name on their application form or at interview, this cannot be added retrospectively and will result in non-payment.
- The referrer must still be employed by Lodge Service at the time the payment becomes due.
- All referred candidates must be legally eligible to work in the UK.